



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
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12630
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MEMORANDUM FOR DISTRIBUTION

Subj: HURRICANE KATRINA EMERGENCY LEAVE TRANSFER PROGRAM

Ref: (a) UNSECDEV memo of 8 Sep 05
(b) 5 CFR 630.1101 through 5 CFR 630.1109

Encl: (1) Hurricane Katrina ELTP Guidance and Procedures

1. As provided by references (a) and (b), enclosure (1) implements the Department of the Navy's (DON) Hurricane Katrina Emergency Leave Transfer Program (ELTP).
2. This ELTP permits employees to donate annual leave for transfer to DON employees adversely affected by Hurricane Katrina and/or its aftermath. An employee will be considered to be adversely affected if Hurricane Katrina and/or its aftermath has caused severe hardship to the employee, or a family member of the employee, to such a degree that the employee's absence from work is required. An emergency leave recipient may use donated annual leave for personal needs related to the disaster, or to assist an affected family member, provided such family member has no reasonable access to other forms of assistance.
3. The Defense Finance and Accounting Service is currently developing procedures to process ELTP leave transfers. In the meantime, commands/activities may begin the process of collecting and holding donor/recipient applications for emergency leave transfers until further instructions are provided.
4. Our point of contact is Ms. Rebecca Tittle, DON Employee Relations Program Manager, at commercial (202) 685-6484; DSN 325-6484; or e-mail rebecca.tittle@navy.mil.


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By direction

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